GAMETECH
GameTech AllTrak 2 Integrated-Nevada Security V6.14.042/3.8.268 Bingo
Accounting System with TEDs, Traveler Units and Fixed Base Units
Suggested Trial Procedures

<u>Bingo System:</u>

1. Bingo department supervisors are to provide bingo employees with adequate supervision and prior training in the use of the bingo system.

2. Bingo department employees should ensure that all patrons utilizing the bingo system fully understand its operation. The posting of detailed instructions is recommended.

3. For each game won on an electronic unit, bingo department personnel must print the winning card verification and attach it to the session's paperwork to be sent to accounting.

For one session per day (rotating the sessions selected) audit personnel shall:

1. Foot the <u>Register Detail</u> and trace totals to the <u>Session Summary</u>. Trace electronic sales and paper sales on the <u>Session Summary</u> to the "sales" and "reg only" columns of the <u>Money Center Detail</u>. Investigate variances greater than $25 between paper register sales and paper inventory sales.

2. Review the sales receipt numbers on the <u>Register Detail</u> for continuous sequencing. Documented follow-up is to be performed when any sequence errors are found.

3. Foot the "Floor" column in the "Register/Paper Comparison" section of the <u>Staff Summary Slips</u> and trace to the <u>Paper Issue by Clerk</u> report and the "Paper Sales" column on the <u>Session Summary</u>.

4. Foot the "Electronic Sales" section of the <u>Staff Summary Slip</u> and trace the grand total to the <u>Session Summary</u>.

5. Calculate the fees for the number and types of electronic units sold as listed at the bottom of the <u>Staff Summary Slip</u> and verify the electronic fees charged in the "Register/Paper Comparison" section of the <u>Staff Summary Slip</u>. Trace the total fees charged for each type of electronic unit to the <u>Electronic Fees Report</u> and the grand total to the <u>Session Summary</u>.

6. Review all voids for propriety and regulation compliance. Trace all voids to the <u>Daily Exception Log</u> and verify that the card numbers on the voided receipt do not appear on the <u>Bingo Cards Summary Report</u>.

7. Foot the <u>Payout Detail by Game Report</u> and trace totals to the <u>Session Summary</u> and the <u>Money Center Detail</u>.

8. Review the payout receipt numbers on the <u>Payout Detail by Game Report</u> for continuous sequencing. Documented follow-up is to be performed when any sequence errors are found.

9. Foot and cross foot the <u>Session Summary</u>.

For <u>all sessions</u> each day auditing personnel shall:

1. Examine the <u>Session Lock</u> report and verify that the session has been properly locked for voids and close of session.

2. Select one payout won on an electronic device and trace the card number on the winning card verification to the <u>Bingo Cards Summary Report</u>.

3. Trace total sales, electronic fees and prize payouts from the <u>Session Summary</u> to the <u>Sales Analysis</u> report.

4. Foot and cross foot the <u>Sales Analysis</u> report.

5. On a sample basis, verify the monthly, quarterly and yearly totals on the <u>Sales Analysis</u> report are correctly rolling forward

NOTE: Electronic fees are not to be included in net revenue or hold % statistics.